



MONITORING, EVALUATION AND LEARNING INTERN

1. **Post Title:** Research, Monitoring, Evaluation and Learning Intern.
2. **Contract Duration:** 6 months.
3. **Expected dates:** 15th January 2020 to 15th July 2020.
4. **Application Deadline:** 7th January, 2020
5. **Type of placement:** Full time

The Independent Medico-Legal Unit (IMLU) is a governance, health and human rights non-profit organization, whose vision is *A World Free from Torture, Violence and Discrimination*. Our work is underpinned by a holistic approach involving litigation, medical and psychosocial rehabilitation of survivors of torture, monitoring government adherence to its human rights obligations and advocacy for policy, legal and institutional reforms. Over the last two decades, we have assisted over 5,000 victims of torture, cruel, degrading and inhuman treatment through the support of our national networks of professionals: doctors, trauma counselors, lawyers, human rights monitors and journalists.

IMLU wishes to recruit a suitably qualified person to fill the position of Research, Monitoring, Evaluation and Learning Intern.

PURPOSE OF THE INTERNSHIP:

To gain knowledge and skills through provision of Monitoring, Evaluation and Learning technical support in the various stages of the program cycle. Reporting to the Program Coordinator, and working with the Program Coordinator's office in ensuring data is collected, verified, analyzed and interpreted to guide implementation of program interventions and quality and timely reporting.

DUTIES AND RESPONSIBILITIES:

1. To keep a record of every activity by collecting and archiving all activity reports in timely manner;
2. Assist the Program Coordinator to update the MEAL MATRIX in relation to indicators progress;
3. Assist in coordination and support of monitoring activities among the including field monitoring and assessment activities to collect and verify project data;
4. Assist in organization and facilitation of monthly, quarterly, semi-annual and annual program review meetings;

5. Drafting of stories of change/impact (1-2 pages each) and lessons learnt for different aspects of the project according to a set template
6. Support in the consolidation and dissemination of the institutional quarterly statistics to support the reporting function;
7. Support in the consolidation of the quarterly results-based reports in line with IMLUs Vision 2021
8. Support the collating and compiling the 2020 annual results-based report in line with the MEAL plan and the Vision;
9. Support the Programme Coordinator and the Executive Director's offices in desk research and preparation of background material for presentations and media queries as and when needed;
10. Any other duties as may be assigned by the Programme Coordinator.

MINIMUM QUALIFICATIONS

Academic Qualifications

The intern must have a degree in Social sciences related to Monitoring and Evaluation, Research, Project Management or other similar subject (Graduated within the past two years).

A post graduate certificate in research or monitoring and evaluation will be an added advantage

Skills and Experience

- Excellent communication skills (written and oral) in English
- Strong Microsoft Excel, Power point, Word
- Able to deliver quality work within tight deadlines with minimal supervision;
- Attentive to detail
- Proven analytical skills in gathering and consolidating data and research for practical implementation;
- Basic experience in data collection, entry, filling, recording, reporting and any other M&E related skills;
- Must be willing to travel to remote places and interact with people of all cultures

If you are a highly motivated individual with an interest in collating, collecting and analyzing qualitative and quantitative data and willing to work with a team of professionals from diverse fields in the *human rights sector*, please send your application to: jobs@imlu.org by COB 7th **January 2020** with the title '**Monitoring, Evaluation and Learning Intern**'. Your application should include your CV, motivation letter and names of 3 referees.